

Data Field Definitions - This document provides data field definitions for each of the four screens in the Data Collection Instrument.

Screen 1: POC

#	Data Field	Definition
1	Primary Point of Contact (*)	The person who is primarily responsible for the data submitted in the data call. Also, the person Business Gateway should call with questions about the submitted data.
2	Secondary Point of Contact	The person Business Gateway should call if the Primary Point of Contact is unavailable.
3	Name(*)	Provide the full name and title of the POC (e.g., John Smith, Director of RISA)
4	Phone(*)	Provide the 10 digit office phone number of the POC
5	SBPRA POC	The Small Business Paperwork Relief Act (SBPRA) of 2002 was enacted to reduce the Federal Government's regulatory burden on businesses. Section 3 of the Act requires each agency to designate a single point of contact to act as the liaison between the agency and small business compliance concerns. Check the box to indicate whether the Primary or Secondary POC is the agency's Small Business Paperwork Relief Act (SBPRA) Point of Contact (POC). For more information see : http://www.whitehouse.gov/omb/infocoll.html and http://www.sba.gov/ombudsman/compliance/cabinet_dept_compliance.pdf .
6	email(*)	Provide the email address of the POC
7	Agency(*)	Specify Department or Agency Name (e.g., Dept. of Treasury)
8	Sub Agency(*)	Specify the Sub Agency or Bureau (e.g., IRS)

Screen 2: URL

#	Data Field	Definition
1	URL (*)	Provide the web address for the compliance assistance resource
2	Title (*)	Provide the title of the compliance assistant resource. To find the title of the web address, left click on the "View" menu and then select "Source".** If no title is assigned in the Source, provide a descriptive title here.
3	Compliance Resource Type (*)	This field indicates the type of compliance information the resource provides. From the drop-down menu, choose one of the twelve resource types in Tab "3. Resource Types".
4	Keywords (*)	Enter words that a business or government user might associate with this URL. Enter the meta tag key words found in 'view source' for this web address** or type individual words that describe the resource. Separate key words with a comma. If this resource relates to any of the following terms, that term must be entered into this field as a key word: General Advice, Grants, Contracting, Procurement, Patents, Trademarks, Torts, Judicial System, Loan, Visa or Passport Applications, Benefits
5	Description (*)	Provide a brief description of the purpose and content of the resource. Input text from the 'Description' tag found in 'view source' for this web address.** If no description is provided in the Source, create a description here.
6	This resource specific to a particular industry.	If a resource is very specific to a particular industry code and is not to be lumped together with other resources at a higher levels within the industry, check the box and provide the unique code in NAICS code data field below.

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Data Dictionary

#	Data Field	Definition
7	NAICS Code	The North American Industry Classification System (NAICS) Code is used by business and government to classify and measure economic activity in Canada, Mexico and the United States. If this resource (URL) is specific to one particular industry, enter the 6-digit NAICS code here. Note: for information on the relationship between Standard Industrial Classification (SIC) codes and NAICS codes, see http://www.census.gov/epcd/www/naicstab.htm .
8	Document Type (*)	Indicate the resource file type. Allowable values include MS Word file (.doc), Portable Document Format (.pdf), WordPerfect (.wpd), PowerPoint (.ppt), HTML page (.html or .htm), Active Server Pages (.asp), Other (for all other document types, if 'other' list the file type as well).
9	This resource is specific to small businesses	Checking this box designates resources that fulfill the Small Business Paperwork Reduction Act. Check the box if this compliance assistance resource is intended for small businesses although it may be useful for medium and large businesses as well, according to the Act (http://www.whitehouse.gov/omb/inforeg/sbprra-hr327.pdf). OMB also provided a guidance document at http://www.whitehouse.gov/omb/inforeg/sbprra02_intro.html .
10	Document Size (KB)	The size of the document or web page in kilobytes. Note: this field only applies to static web pages or documents, not compliance websites (interactive tools).
11	Publication Date	Provide the date (DD/MM/YYYY) the resource was posted/published.
12	Sub Agency / Office	Provide the sub agency/ bureau or office responsible for the resource.

Screen 3: URL Topics

#	Data Field	Definition
1	URL Topics	A business friendly means of categorizing government compliance assistance resources to improve the search capabilities of business.gov web site and to reduce the burden of businesses identifying compliance rules resources applicable to a particular business or industry.
2	Level 1 Topic (*)	Level 1 topics capture the broad areas of business or business activities in which the federal government imposes regulatory requirements on businesses. From the drop-down menu, identify the appropriate Level 1 topic area best characterizing the compliance assistance resource.
3	Level 2 Topic (*)	Level 2 topics capture the mores specific areas of business or business activities in which the federal government imposes regulatory requirements on businesses. From the drop-down menu, identify the appropriate Level 2 topic area best characterizing the compliance assistance resource.
4	Level 3 Topic (*)	Level 3 topics capture the unique areas of business or business activities in which the federal government imposes regulatory requirements on businesses. From the drop-down menu, identify the appropriate Level 3 topic area best characterizing the compliance assistance resource.

Screen 4: Business Sectors

#	Data Field	Definition
1	Business Sectors	A standard means to classify compliance assistance resources in accordance with the NAICS codes to improve the search capabilities of the business.gov web site and reduce the burden of businesses identifying compliance rules or resources applicable to a particular business or industry. Note: For information on the relationship between SIC codes and NAICS codes, see http://www.census.gov/epcd/www/naicstab.htm .
2	Business Sector Level 1 (*)	The level 1 business sector field captures the the largest business sector as represented by the first two numbers of the NAICS code (e.g., 23 - Construction). From the drop-down menu, select the NAICS Code(s) and corresponding business sector(s) pertaining to the compliance resource.
3	Business Sector Level 2 (*)	The level 2 business sector field captures the sub sector represented by the the 3rd digit of the NAICS code (e.g., 236 - Construction of Buildings). From the drop-down menu, select the NAICS Code(s) and corresponding subsector(s) pertaining to the compliance assistance resource.
4	Business Sector Level 3 (*)	The level 3 business sector field captures the industry group represented by the 4th number of the NAICS code (e.g., 2362 - Non-Residential Building Construction). From the drop-down menu, select the appropriate NAICS Code(s) and industry group(s) pertaining to the compliance assistance resource.

(*) = Required Fields

** In Business Gateway's experience, clicking on "View" and then "Source" for many government URLs displays only a title. That is, in most cases neither a description nor keywords are provided. However, if a description or keywords are provided, they have likely been approved by the agency, and would be valuable for BG to have.